



CITY OF ATLANTA

Job Announcement

COMMUNITY AFFAIRS COORDINATOR

STARTING SALARY: \$28,602

Salary Grade: 11

Applications Accepted From: AUG 29, 2005 until SEPT 9, 2005

***THE DEPT. OF HUMAN RESOURCES WILL BE CLOSED ON MONDAY, SEPT 5, 2005
IN OBSERVANCE OF LABOR DAY.**

Minimum Job Requirements

Applicants must have an Associate's degree in Business/Public Relations, Social Work, or related field and one year of experience in public contact work or social service delivery or any equivalent combination of education, training, and experience.

License and Certificates

Persons applying must possess a valid Georgia Driver's License at the time of appointment. License must remain valid during tenure in this classification.

Duties of the Job:

The duties include, but are not limited to, preparing and presenting weekly reports, writing letters, handles special projects and functions for meetings and events, maintaining records, and processing associated paper work, delivers presentations to acquaint community groups and city organizations with capital improvement updates and implementation schedules, responds to citizen complaints and concerns, identifies trends in complaints and suggests plans of correction, maintains statistical records relating to complaints and allegations, performs other duties as required and instructed.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

This position is in the unclassified service. The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification).

08/29/05

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